

NOVEMBER/DECEMBER 2025

**23USCA13 — FUNDAMENTALS OF
INFORMATION TECHNOLOGY**

Time : Three hours

Maximum : 75 marks



SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Differentiate – Data and Information.
2. Define the term – Operating system.
3. What is Folder?
4. What is Watermark option in MS-Word?
5. Mention the different types of Charts in MS-Excel.
6. How to insert Worksheet in MS-Excel?
7. Name the types of Views in MS-Powerpoint?
8. What is Slide show in MS-Powerpoint?
9. Differentiate – Intranet and Internet.
10. What is URL?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Discuss on the generations of Computers.

Or

- (b) Describe about the characteristics of various types of Input devices.

12. (a) Explain the various elements of MS-Word window.

Or

- (b) Discuss on the Cut, Copy, Paste and Drag, Drop operations in MS-Word.

13. (a) Describe the method of inserting Rows and Columns in MS-Excel.

Or

- (b) Explain the way of Generating Series in MS-Excel.

14. (a) Discuss on the various types of Animations in MS-Powerpoint.

Or

- (b) Describe about the Built-in and User-defined Templates in MS-Powerpoint.

15. (a) Explain the importance of Browsers and types of Browsers.

Or

- (b) Discuss on Digital Signature, Online shopping and transaction.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the Components of Computers with a block diagram in detail.

17. Discuss on Bullets and Numbering and Header and Footer operations in detail.

18. Describe the method of implementing Formulas using Functions in MS-Excel.

19. Explain the method of inserting new Slide, copy, paste, delete and duplicate Slides in MS-Powerpoint.

20. Discuss on the fundamentals of Domain name, URL and Search Engine.

